

ADMINISTRATIVE - INTERNAL USE ONLY

8 January 1976

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 8 January 1976

I. Highlights of activities for this Division for this week are as follows:

A. Ms. [REDACTED], ODST/ADMIN, was given a tabulation reflecting the on duty strength of the ODST/[REDACTED] Staff as of 30 June for 1970 through 1975.

B. Mr. [REDACTED] was given a list of all GS-07 SD-D personnel who were promoted to GS-08 during fiscal year 1975. He was primarily interested in their time-in-previous grade.

C. Mr. [REDACTED], ODDI/MGMT, was given a tabulation showing the fitness report ratings by career service and grade for the Intelligence Career Service Group for calendar year 1975.

[REDACTED]

E. Qualifications Analysis Branch activities:

1. 24 Biographic Profiles were updated;
2. 1 Biographic Profile was furnished "As Is";
3. 61 Employee Files (507 lines) were coded;
4. 102 Cases (452 lines) - Coding updated;
5. 2,294 Sheets were xeroxed.

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F. RAO/OP transferred two (2) cubic feet of records to the Agency Records Center.

G. Copy of a memo from Records Admin Br/ISAS on "Processing Requests for Records Management Equipment, Supplies and Services" has been sent to all O/Personnel components.

H. Copy of a memo from RAB/ISAS on "Change in Xerox Copier Rental Plans" has been forwarded to [redacted] C/PAB/BSD and [redacted] O/D/Pers.

I. RAO/OP received a memo from DDA Records Management Officer/ISAS on "Guidance Procedures for the Solicitation and Use or Removal of Social Security Numbers on Forms." Copy of this memo will be sent to OP offices responsible for forms which will solicit a SSN or de-termination that the SSN will no longer be needed. (Copy attached).

J. Special Projects Report

Activity (1) - SSC [redacted]

Activity (2) - SSC On-duty strength tabulation by office and employment category for 9 select years between 1947 and 1975.

Branch: TRB

Personnel	Hours	Grade
Activity (1)	$\frac{1}{2}$	GS-04

Branch: SRB

Personnel	Hours	Grade
Activity (2)	12	GS-13
	8	GS-12
	5	GS-08
	5	GS-07
	4	GS-04

TOTAL HOURS  $34\frac{1}{2}$

II. Anticipated goals for the next week:

A. Two computer produced listings of the DDO personnel assigned to the headquarters area will be produced for Mr. [redacted]. The listings will be used to prepare mass transfer actions changing the FAN numbers to align with the fourth level of organization. One listing is for contract personnel and the other contains staff personnel.

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STAT B. Ms. [ ] Womens Advisory Panel, has requested that a tabulation be produced which will reflect personnel by SD, grade and sex who are assigned to supervisory positions. The tabulation will be prepared via a CRT query during the next week.

[ ]  
Chief, Control Division

STAT

Enclosure: (1) As stated herein

Distribution:

Orig & 1 - Addressee  
1 - DD/Pers/P&C  
1 - C/PMCD

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